

This position is being advertised under both Delegated Examining and Merit Staffing Procedures.

TITLE, SERIES, GRADE: Legal Assistant (OA), GS-986-7

SALARY RANGE: GS-7: * \$35,116 - \$45,648 per year (includes locality pay)

*NOTE: Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Permanent/Full-time

PROMOTION POTENTIAL: GS-07

VACANCY ANNOUNCEMENT NUMBER: 06-WDKY-03

OPENING DATE: 06-05-06 **CLOSING DATE:** 06-16-06

DUTY LOCATION: United States Attorney's Office, Louisville, KY

NUMBER OF VACANCIES: One

CONTACT: Lisa Sharber
Phone #: (502) 582-5998
TDD #: (502) 625-7070

SEND OR DELIVER YOUR APPLICATION PACKAGE TO:

U.S. Attorney's Office
Attn: Human Resources
510 West Broadway, 10th Floor
Louisville, KY 40202-2237

Applications must be received by 11:59 p.m. EST on the closing date or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered. **Applications sent via electronic mail will NOT be accepted.**

WHO MAY APPLY: All U.S. Citizens, including well-qualified surplus and displaced Federal employees in the local commuting area. Persons eligible for non-competitive appointment under a special hiring authority also may apply (see #7 of this advertisement).

DUTIES: Provides a wide variety of technical assistance services to two or more Assistant United States Attorneys. Examines, prepares and processes a variety of technical legal documents which are characteristically voluminous and complex in format. Reviews incoming material and determines the need for assembly and preparation of a variety of legal documents, e.g., complaints, motions, orders, answers, pleadings, and subpoenas. Provides assistance to attorneys in trial preparation by preparing trial subpoenas, arranging for witness travel, and

coordinating appearances of witnesses for pretrial and trial. Assembles exhibits, affidavits, and other legal documents from file material. Maintains calendar of assigned active cases. Tracks filing, hearing, and trial dates, and schedules conferences and interviews. Arranges travel by preparing itinerary and securing transportation and hotel reservations. Produces a variety of written documents and materials utilizing a wide range of office software applications.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - To be qualified, you must type at least 40 words per minute and include your typing speed in your application. Applicants may be asked to test their typing skills. **FAILURE TO LIST THE TYPING SPEED ON YOUR APPLICATION OR RESUME MAY PRECLUDE AN APPLICANT FROM EMPLOYMENT CONSIDERATION.**

To qualify at the GS-7 level, candidates must have at least one year (52 weeks) of specialized experience equivalent to the GS-6 grade level. Specialized experience at this level may include: serves as Senior/Lead Legal Technician, or sole clerical/secretarial support in a private law practice or government office within the legal/judicial system. Typical duties include: prepares and processes a full range of legal documents; reviews incoming legal material and determines action required (e.g., assembly or preparation of complaints, motions, orders, pleadings, subpoenas, etc.); examines document facts and information against reference source, identifies apparent discrepancies and resolves with supervisor; searches and obtains legal reference files and other sources for information and data required by the attorney(s); prepares routine and assists in preparing complex legal actions (e.g., indictments, criminal complaints, search warrants, judgments, etc.); produces a variety of written documents, legal forms, tables, reports, correspondence, and complex graphs/charts requiring specialized legal terminology and the use of word processing programs, database management software, and spreadsheets; performs administrative duties such as maintaining calendar of cases, prepares travel itinerary, authorizations and vouchers, and handles telephone calls and visitors.

Generally, education will not be substituted for specialized experience at the GS-7 grade level.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities (KSAs):

- A. Ability to communicate in writing.** (Give examples of types of documents and pleadings you have written or drafted; describe types of legal documents/correspondence you have reviewed and purpose of review.)

- B. **Ability to communicate orally.** (Describe the types of information you have provided and describe your audience (explanation of legal processes or case status); give examples of your ability to resolve problems through communication or negotiation and situations where you handled a hostile or difficult client, caller or visitor.)
- C. **Knowledge of legal documents, terminology and procedures.** (Give examples of legal or other technical documents you prepared or typed; describe any cases where you have recognized the need for and prepared legal documents, including the types of documents; describe any experience or education checking legal citations or writing legal documents.)
- D. **Skill in the use of office automation hardware/software to produce documents.** (Describe the types of documents you have created using various software and describe your proficiency level with the software you have used.)
- E. **Knowledge of administrative procedures.** (maintaining supervisor's calendar, making travel arrangements, maintaining time and attendance records or billing information, ordering supplies or equipment, preparing for conferences or meetings).

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. **FAILURE TO DO SO MAY RESULT IN A LOWER SCORE IN THE EVALUATION PROCESS.**

3. HOW TO APPLY -

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format which describes your job-related qualifications. You should include certain information (such as your Social Security Number, and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp>.

Status applicants (current and former Federal employees) must also submit the following:

- A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis
- A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job. If you do not know your registration number, you may call the Selective Service System automated information number at (847) 688-6888.

Completion of a one-year probationary period may be required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT -

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.